

MSFC COOPERATIVE EDUCATION PROGRAM
Final Evaluation Form

Contains Privacy Act Information

Program: ☐ Associate ☐ Baccalaureate ☐ Graduate ☐ Ph.D.

Student's Name:

Mentor's Name:

Graduation Date:

Date Available:

College/University:

Academic Major:

Grade Point Average/Scale:

Date of Birth:

Social Security Number:

Duty Station Address:

E-mail Address:

City/State:

Cell Phone:

Duty Station Telephone:

Home or Permanent Address:

City/State:

Permanent Telephone:

Appraisal Period (From):

(To):

TO BE COMPLETED BY ORGANIZATION

Target Position/Title, NCC, Series, Grade:

Target Organization (Organization Code):

Competency Code:

Can your organization send and/or provide an FTE to convert subject student? ☐ Yes ☐ No

Remarks:

Hiring Recommendation:

☐

Yes

☐

Current Organization

☐

Agency

☐

No

☐

Center

Signature (Group Manager/Supervisor):

Signature (Directorate):

Signature (Mentor):

Signature (Administrative Officer):

Performance Appraisal and Progress Summary

Has the student successfully completed all assigned course work, and maintained the minimally acceptable cumulative grade point average (CGPA) required for retention? ☐ Yes ☐ No

Preliminary

1. Determine Academic Point Score:

Current Cumulative GPA = _____

3.76 - 4.00 = 50 Points

3.51 - 3.75 = 45 Points

3.26 - 3.50 = 40 Points

3.01 - 3.25 = 35 Points

2.76 - 3.00 = 30 Points

2.51 - 2.75 = 25 Points

Academic Point Score

2. A. Determine Sum of On-The-Job Training (OJT) Scores:

Phase 1 OJT Score: _____ Phase 6 OJT Score: _____

Phase 2 OJT Score: _____ Phase 7 OJT Score: _____

Phase 3 OJT Score: _____ Phase 8 OJT Score: _____

Phase 4 OJT Score: _____ Phase 9 OJT Score: _____

Phase 5 OJT Score: _____

Sum of OJT Scores: _____

B. Determine Work Phase Average

Sum of OJT Scores: _____ divided by

Number of Phases Worked: _____

Work Phase Average

3. Determine Numerical Summary Score:

Academic Point Score plus Work Phase Average

Numerical Summary Score

4. Determine Rating Level:

Convert Numerical Summary Score to appropriate rating level as indicated below.

☐ Outstanding (100-90)

☐ Highly Successful (89-90)

☐ Successful (79-70)

☐ Minimally Successful (69-60)

☐ Unsatisfactory (59 and Below)

Final

1. Determine Academic Point Score:

Cumulative GPA Upon Graduation = _____

3.76 - 4.00 = 50 Points

3.51 - 3.75 = 45 Points

3.26 - 3.50 = 40 Points

3.01 - 3.25 = 35 Points

2.76 - 3.00 = 30 Points

2.51 - 2.75 = 25 Points

Academic Point Score

2. Work Phase Average

(Take average from Number 2. in Preliminary Column)

Work Phase Average

3. Determine Numerical Summary Score:

Academic Point Score plus Work Phase Average

Numerical Summary Score

4. Determine Rating Level:

Convert Numerical Summary Score to appropriate rating level as indicated below.

☐ Outstanding (100-90)

☐ Highly Successful (89-90)

☐ Successful (79-70)

☐ Minimally Successful (69-60)

☐ Unsatisfactory (59 and Below)

Remarks: